



**MEMBERS OF ODIHAM PARISH COUNCIL'S AMENITIES AREAS COMMITTEE
ARE SUMMONED TO ATTEND THE AMENITIES AREAS COMMITTEE MEETING AT
THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB
TUESDAY 18th AUGUST 2026 at 8.30pm (or following conclusion of full Council)**

12th August 2026

Andrea Mann, Parish Clerk

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- AA01/26 To receive apologies for absence**
- AA02/26 To receive declarations of interests and requests for dispensation relating to any item on the agenda**
- AA03/26 Approval of Minutes**
To APPROVE the minutes of the Amenities Areas Committee meeting held on 20th May 2025 (AA1/25–AA11/25). Note that amenity matters have been covered by full Council since May 2025.
- AA04/26 Chairs Announcements**
- AA05/26 Public Session**
An opportunity for members of the public to make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, in accordance with Standing Orders
<https://odihamparishcouncil.gov.uk/wp-content/uploads/2025/03/Standing-Orders-January-2026.pdf> or contact the Parish Office.
- AA06/26 To note Amenities contract decisions take under the Clerk's delegated authority, this financial year (page 2)**
- AA07/26 Play areas (pages 3-6)**
i) To receive an overview of the 2026 annual independent play inspections.
ii) To consider proposed prioritisation of site upgrades.
iii) To consider proposed contract awards for repairs.
iv) To discuss and agree actions for future research and replacement.
- AA08/26 Further amenities works required (page 7-9)**
i) Bollards at the Parish Room.
ii) Bench at the Parish Room.
iii) Electricity supply to South Chapel.
iv) Highways bollards either side of the allotment entrance gate.
v) Bench at the Ford.
- AA09/26 Odiham Cemetery (page 10)**
i) To receive the Deputy Clerk's report on the management of Odiham Cemetery.
ii) Proposed contract awards for
- AA10/26 To note the dates of the next meeting**
17th November 2026.

REPORT ON: Amenities contract awards taken under the Clerk's delegated authority
WRITTEN BY: Parish Clerk
MEETING DATE: 18th August 2026
AGENDA ITEMS: AA06/26

Background

Works	Site	Purpose	Cost	Status of works
Fire extinguisher replacements	The Bridewell	H&S requirement.	£447	Complete
Heating repair	The Bridewell	Fault	£450	Complete
Water heater repair	The Bridewell	Fault	£240.66	Complete
Boiler temperature check	The Bridewell	Overheating, set off fire alarm	£150	Complete
Annual play equipment inspections	All playgrounds	Required for insurance purposes	£640	Complete
Fridge for co-working space	The Bridewell	First purchase not sufficient for milk storage	£259.99	Installed
Additional waste collection	Parish Office	Clearing office for re-decoration	£100	Complete
Tighten bolts on play equipment	Recreation Ground	Identified on annual inspection	£250	In progress
Build up soil around trampoline	Recreation Ground	Identified on annual inspection	£100	In progress
			£2,637.65	

REPORT ON: Play Areas
WRITTEN BY: Parish Clerk
MEETING DATE: 18th August 2026
AGENDA ITEMS: AA07/26

Introduction

There is no legislation setting out the timescales and procedure for inspecting public play areas, only guidance. OPC takes the following actions to inspect play areas in line with RoSPA guidance:

- Weekly site visits and visual inspections by the Amenities Officer.
- Weekly operational inspections by Larkstel which checks all fixtures and fittings.*
- Annual full inspection carried out by an independent, qualified assessor which is required for insurance purposes.

*Note that the Amenities Officer has completed the RoSPA inspection course and there's opportunity for them to take on the weekly operational inspections at the end of the current contract with Larkstel (ends 31.03.28), subject to the Amenities Officer passing the RoSPA assessment.

Annual play inspections

The annual independent inspections were carried out in June and the risks are assessed as follows:

Risk rating		Action
1 - 3	Very Low Risk	Monitor
4 - 7	Low Risk	Monitor and take reasonable action if required
8 - 12	Medium Risk	Take action to reduce if possible
13 - 20	High Risk	Take action ASAP to implement control measures
21+	Unacceptable Risk	Remove or immobilise immediately

We would expect to see matters raised in the annual inspection report, as these inspections are more detailed than the routine inspections. Actions are generally prioritised, with action taken on unacceptable, high and some medium risks.

The office has reviewed the inspection reports and makes recommendation as follows:

Site	Summary of findings	Proposed Site Priority	Proposed Action for decision	Cost	Future action for discussion and decision
1. Chapel Pond play area	Despite the low risk ratings, the overall play offer at this site is limited, with several pieces of equipment already removed. £88k developers' contributions have been secured for new equipment - £52k has recently been received but the date of the remaining is £35k is unknown.	1	i) Award contract to remove remaining trim trail post (medium risk).	Estimated less than £300. Quote requested	Should OPC wait for the remaining contributions or to start research on new project or propose to Council that OPC's funds are used until the final contributions are received? Proposed scheme criteria: a) Play equipment suitable for ages up to age 11. b) Durable materials. c) To include swinging, sliding, climbing and balancing. d) To include at least one piece of accessible play equipment. e) To include 2 x seating. f) Budget: £88,000.
2. Chamberlain Gardens play area:	Despite the low risk ratings, the general condition of this park has been on the agenda for several years now. Both swings were replaced within the last 5 years but remaining equipment and fencing is in need of replacement. The access to this site is extremely poor in the winter months.	2	-	-	A small, quick win project proposal for a "friendship corner" has been put forward to a small grant from HDC. This would replace the two rockers and install 2 new benches. See project proposal page 6 – to referred to full Council, due to the short timescales and level of potential contract award. OPC should further consider how to respond to other site issues: a) To source quotes to replace the large multi-unit (estimated £30k) and source funding or refer to Capital Projects Steering Group? b) To source quotes to replace the fencing (first quote £17k) and source funding or refer to Capital Projects Steering Group? c) To source quotes to install new pathway to site and source funding or refer to Capital Projects Steering Group?

Site	Summary of findings		Proposed	Cost	Future action for discussion and decision
3. Recreation Ground play area	This is by far the largest of OPC's play areas with two areas, suitable for all ages of children. There is a large amount of timber equipment which poses a high financial risk to OPC. Repairs are currently just about manageable but OPC should note and budget for future replacements. Already actioned or research in progress: • Tighten bolts on multi-play unit (unacceptable risk). £250. • Build up soil around trampoline (medium risk). £100. • Shaun to remove sharp ID plate. • To replace dry/loose bearing on spinning dish.	3	i) Award contract to replace all chains and bushes on rope swing (medium risk).	£1,890	To note the amount of large splits/cracks on timber posts and refer to Capital Projects Steering Group.
4. Bufton Field play area	Equipment at this site is largely metal which will protect the longevity of this site, so long as routine maintenance is carried out. Repairs are feasible and affordable now but OPC should note the limited life of some equipment.	4	For decision: i) Award contract to replace roundabout floor. ii) Award contract to replace 2 sets of swing chains. iii) Award contract to replace rot & decay platform on traverse/climbing wall to a multi-unit.	£850 £1,300 Awaiting quote	
			Total proposed	£4,340	
				Plus 4iii	



Friendship Corner - Chamberlain Gardens Playground

A quiet and safe space for civilian and RAF pre-school children to play and new friendships can flourish.



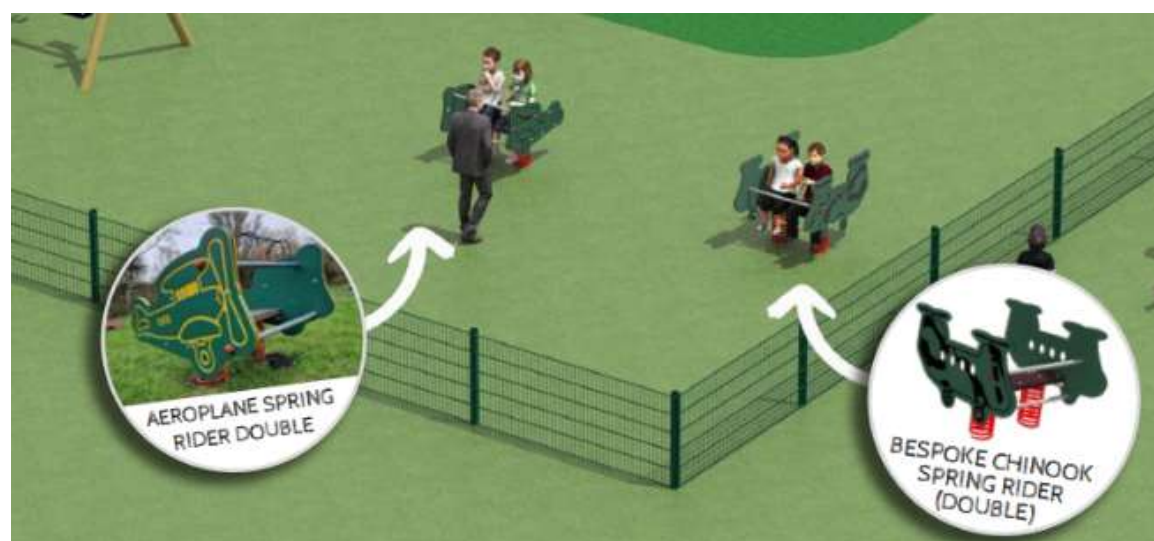
Existing layout



Seating



Proposed play equipment



Works:

- Removal and disposal of two rockers.
- Installation of two new rockers.
- Re-locating bin.
- New rubber matting safety surfacing.
- Installation of two new benches - one friendship bench for children and standard adult bench.

Total cost: £7,542

Location



REPORT ON: Further amenities works required
WRITTEN BY: Parish Clerk
MEETING DATE: 18th August 2026
AGENDA ITEMS: AA08/26

Site	Issue identified	Future action for discussion and decision
i) Parish Room	18 x bollards. Most appear to be completely rotten, one missing, one wrong size. 	a) Replacement or removal. b) Source quotes. c) Budget for replacement or refer to Capital Projects Steering Group.
ii) Parish Room	Broken bench - 1 slat missing and signs of rot elsewhere. 	a) Replacement or removal. b) Source quotes. c) Budget for replacement or refer to Capital Projects Steering Group.

REPORT ON: Further amenities works required
WRITTEN BY: Parish Clerk
MEETING DATE: 18th August 2026
AGENDA ITEMS: AA08/26

Site	Issue identified	Future action for discussion and decision
iii) South Chapel	South Chapel – High cost of SSE electricity supply (£794 in 2025). Cost of disconnection £479.59.	Whether to proceed with the disconnection.
iv) Allotments	Bollards either side of entrance gate – these have been replaced at least twice since the new allotment site was created in 2018. They have been struck again and allotment tenants say they are too close to the entrance. 	Refer to HCC email on page 9. Should quotes for replacement or removal be sourced?
v) The Ford	Broken leg on a bench. (Picture shows other leg replaced in 2023). An estimate in the value of £500 has been sourced. 	Source quotes for repair, replacement or removal.

[Draft] Allotment bollards - Hampshire County Council Highways reference 21904982

From clerk@odihamparishcouncil.gov.uk

From: Hampshire Highways - Do Not Reply <HampshireHighways.donotreply@hants.gov.uk>

Sent: Friday, July 24, 2026 11:39

To: Clerk <clerk@odihamparishcouncil.gov.uk>

Subject: Hampshire County Council Highways reference 21904982

Dear Mrs Mann,

Enquiry Ref. 21904982. Damage to the bollards. Access to the allotment site. B3349 Hook Road, North Warborough.

Thank you for contacting Hampshire County Council Highways on the 16th July 2026 concerning damage to the two bollards which mark the access point to the allotments in North Warnborough.

My recollection is that the bollards did form part of the approval granted to the Parish Council for the formation of the access under Section 184 of the highways Act 1980. It is likely that they also formed part of the planning consent which would have been required due to the classification of the road.

I would not be averse to the bollards being moved slightly further away from the access in the hope that this alteration means that the bollards are no longer at risk of being struck. The mechanism for this would be via Section 171 of the Highways Act 1980 a link to which I provide below.

[Apply for a licence to excavate the highway | Transport and roads | Hampshire County Council](#)

To make a new enquiry, report a new problem or get further information about transport and roads services please click on the following link: [Roads and road maintenance | Hampshire County Council \(hants.gov.uk\)](#)

To update or check on the progress of an existing problem, enquiry or application please click on the following link: [Check progress on a problem, enquiry or application | Hampshire County Council \(hants.gov.uk\)](#)

Yours sincerely,
James Holt
Assistant Highway Manager – North

Highways Delivery

Universal Services
Hampshire County Council
Web: www.hants.gov.uk/roads

REPORT ON: Odiham Cemetery
WRITTEN BY: Deputy Parish Clerk
MEETING DATE: 18th August 2026
AGENDA ITEMS: AA09/26

Introduction

The cemetery budget for 2026/27 is £20,000 which funds the cemetery grounds contract @ £12,798.60, leaving a remaining £7,201.40 for ad hoc works plus contingency. There are several tasks that have been identified at the cemetery that are not included in the current contract or get missed due to time constraints.

	Extra works:	Cost	Proposal
a)	<u>Weeding interment beds, pruning and general site maintenance</u> This has always been requirement and often – we had a contractor previously but they no longer work in the area. We have recently found an alternative solution by awarding additional hours to The Bridewell cleaner/ handyman.	8 hours per month @ £25 per hour = £2,400 per annum..	To award this contract annually @ £2,400 per annum.
b)	<u>5 year tree maintenance schedule</u> Whilst walking round the cemetery there were three cherry trees in particular that were identified as needing attention- cutting back and removal of the dead branches. Frank suggested that the ideal time for this would be summer into Autumn. As we are in a conservation area, we would need to seek permission to carry out these works.	£500 (estimated – quote requested) (There is a separate £5,000 budget for tree works for all sites which is currently underspent).	To instruct an arboriculturist to produce a 5 year maintenance schedule up to a fee of £500.
c)	<u>Contingency</u> Based on last years extra works we have budgeted for 2 clearing days (hedges and additional works) @ £2,304 total.	£2,300	To retain £2,300 contingency and consider towards year end.
d)	<u>Dogs in the Cemetery</u> There has been a request from a member of the public as to why we do not allow dogs in the cemetery. Should we consider a policy as long as they are kept on the lead at all times and any mess is cleared up and disposed of? This would require a new sign.	£250 (estimated, quote requested).	To replace the sign allowing dogs on leads, up to £250. 
e)	<u>Additional bin emptying</u> Currently 4 x bins collected weekly @ the discounted price of £1,067.04 per annum (due to already being on site).	Doubling to 4 x bins on a twice weekly collection would increase the annual cost to £3,830.40, an increase of £2,763.36 per annum.	This increase is <u>not</u> proposed at the current time due to cost. The contractor has been asked to re-quote for ad hoc additional collections and a contingency should remain in the budget. Retain contingency, allow £1,000.
	Total of proposed contact awards Leaving a remaining budget of		£6,450 £751